



**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY
FOR FABRICATING STRUCTURAL STEEL & MISCELLANEOUS METALS
CHECKLIST #0335**

- ☐ Application (green) and proper filing fee to the Product Control Section, Metropolitan Dade County.
- ☐ Quality Control Program - To assure proper fabrication as a minimum, the following items shall be included in the Quality Control Program:
 - a. Shop drawings shall include schedules, notes, and details showing size and location of members, typical connections, and types of steel required,
 - b. Fabricator shall have the owner, designer, and builder approve the shop drawings before steel fabrication begins,
 - c. Certified copies of mill reports covering chemical and physical properties,
 - d. Typical shop equipment such as: shears, cutting torches, rolls, center punches, detail punches, multiple spindle drills, mills, and press brake,
 - e. Standard operational procedures for shop work such as: handling and cutting steel, making templates, laying out steel, punching and drilling holes, straightening steel members, bending and rolling curved plates or shapes, fastening, bolting, finishing, inspecting, cleaning, painting, and shipping to job site,
 - f. Qualifications for welding work: Welding procedures and welding operators must be qualified in accordance with AWS requirements,
 - g. Certification that the welders have passed AWS qualification tests (copies of certificates must be submitted),
 - h. Describe how products are transported, unloaded, and handled at jobsite,
 - i. Indicate if your company subcontracts the erection and installation of your product. If so, provide information on erection drawings, proper handling, bracing, and member installation, and
 - j. Employee training in quality control and company safety program.
- ☐ Each unit must be identified with a mark for fabrication and erection.
- ☐ Provide a sample of the identification and where it is usually located.
- ☐ Shop drawings must be kept as part of your records for not less than five (5) years. Provide a statement that this will be done.
- ☐ Products and assemblies shall be in strict compliance with the South Florida Building Code. Provide a statement that this will be done.
- ☐ Having complied with all of the above, Dade County Product Control Division must provide a final inspection prior to issuing a Certificate of Competency.
- ☐ Initial inspection performed on _____, by _____